

**BOARD OF HEALTH MEETING MINUTES**  
**February 12, 2015**  
**9:00 a.m. – 3:00 p.m.**

**DRAFT**

**PRESENT:**

**BOARD OF HEALTH MEMBERS**

Lee Staker, Commissioner, Chairman  
Bill Leake, Commissioner  
Ken Miner, Commissioner  
Kimber Ricks, Commissioner  
Lin Hintze, Commissioner  
Greg Shenton, Commissioner  
Brian Farnsworth, Commissioner  
Lee Miller, Commissioner

**STAFF MEMBERS**

Geri Rackow, Director  
Kellye Eager  
Steve Thomas  
Cheryl O'Connell  
Gary Rillema  
Angy Cook  
Tammy Cox

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Commissioner Staker called the meeting to order at 9:00 a.m. Dr. Barbara Nelson is excused from the meeting today.

**2. Introduction of New Board Members**

Ms. Rackow introduced the new board members, Commissioners Bill Leake from Teton County and Ken Miner from Lemhi County.

**3. Board Officer Elections**

Commissioner Staker stated that Board of Health officer elections are typically conducted at the May/June Board meeting; however, due to the recent resignation of Commissioner Cope who served as the Board's Chairman, a new chairman needs to be elected.

**MOTION:** Commissioner Shenton made a motion to hold board elections today for the Chairman and Vice Chairman to serve until June 2016.

**SECOND:** Commissioner Ricks

**ACTION:** MOTION CARRIED UNANIMOUSLY

**MOTION:** Commissioner Ricks made a motion to elect Commissioner Staker to serve as Chairman of the Board.

**SECOND:** Commissioner Miller

**ACTION:** MOTION CARRIED UNANIMOUSLY

**MOTION:** Commission Miller made a motion to elect Dr. Barbara Nelson to serve as Vice Chairman of the Board.

**SECOND:** Commissioner Hintze

**ACTION:** MOTION CARRIED UNANIMOUSLY

After discussion the board members agreed to appoint Commissioner Staker to serve as Board Trustee.

**4. Approval of Board of Health Meeting Minutes**

**MOTION:** Commissioner Miller made a motion to approve the November 6, 2014 Board of Health Meeting Minutes.  
**SECOND:** Commissioner Ricks  
**ACTION:** MOTION CARRIED UNANIMOUSLY

**5. Trustee's Report**

Chairman Staker gave a report from the two Trustee conference calls held during the last month. Ms. Rackow reported another Trustee call is scheduled for this afternoon. Highlights from the calls include:

- The only piece of legislation directly involving public health at this time has to do with Cottage Foods.
- Health District 5 has created and is hosting a website for all of Idaho's Boards of Health: [www.idahopublichealthdistricts.org](http://www.idahopublichealthdistricts.org). This site is a central repository for materials pertinent to board members.
- The trustees have discussed Medicaid Redesign and Ms. Rackow distributed talking points that have been provided to the health district directors. The focus of this effort is finding a resolution for health insurance for people that fall in the gap for coverage (under 100% of the federal poverty level that do not get premium assistance through the Health Insurance Exchange). It was suggested that all Boards of Health work to contact their legislators in support of this effort. Ms. Rackow also reported that the Idaho Association of Commerce and Industry may be drafting new legislation on insurance coverage. She reminded the Board that two resolutions were approved last year by the Idaho Association of District Boards of Health (IAB) – 1) to Support Medicaid Redesign in Idaho, and 2) to Support Insurance Coverage for Low Income Idahoans. Currently, Idaho has elected to NOT expand Medicaid as part of the Affordable Care Act, which results in approximately 78,000 Idahoans falling into the gap. This will be a topic of discussion for the Trustee call this afternoon.
- Idaho's health districts have been contacted by a representative from the National Association of Local Boards of Health (NALBOH) encouraging us to renew our membership with the association. EIPH was a member of NALBOH in the past, but due to challenges NALBOH was having with organizational and fiscal management, our Board chose not to renew our membership last year. An outside management firm was hired by NALBOH and it appears things are improving with the association. NALBOH's annual conference will be held in Nashville, Tennessee this year. Membership in NALBOH for EIPH would be \$400 per year. Commissioner Staker indicated NALBOH membership will likely be addressed at the IAB meeting this year. He feels that we should wait to hear input from the other health districts before making a decision to renew our agency's membership.

**6. Idaho Association of District Boards Annual Conference**

Board members were reminded that the annual conference of the Idaho Association of District Boards of Health is scheduled for June 3-4, 2015 in McCall. If you plan on attending please let Cheryl know so we can the arrangements.

**DIRECTOR'S REPORT**

**1. Update on Current Enforcement Actions**

- **Mr. Guy Roundy:** Kellye Eager, Environmental Health Division Director, provided the new board members with a summary of our current enforcement action involving Mr. Guy Roundy and then reported on the latest developments in the case. A court hearing was held in December, but Mr. Roundy has not yet complied with the order of the court. The court found Mr. Roundy in contempt of the court's order and entered a civil penalty of \$1,000 per day until the date of compliance. In January, Mr. Roundy did pay \$2,756 in attorney fees which were assessed back in August; however, since that time, EIPH has incurred additional legal fees of approximately \$6,000 to handle this situation. Back in November, Mr. Roundy hired an attorney to represent him in this case, but we learned yesterday that his legal counsel has stepped down. Another district court hearing is scheduled for February 23, 2015.

- **Mr. Kamlah Roundy:** Commissioner Staker requested an update on Mr. Kamlah Roundy's case. Ms. Eager responded that he has complied with all requirements, paid all appropriate fees, including assessed attorney fees, had an inspection, and has been issued his septic permit. At this point, he is in good standing with the Health District.

## **2. Update on Ebola Preparedness Activities**

Ms. Rackow reminded the board that during the last meeting we were in the middle of the Ebola response. The spread of cases in the U.S. has stopped and no further cases have been reported. During the last quarter of 2104, Ms. Rackow and members of the Health Preparedness staff held meetings in all eight of our counties to visit with elected officials, response agencies, hospitals, EMS, law enforcement, and other response agencies to talk about preparedness planning, not only Ebola, but any type of public health emergency. We did identify that there are some gaps in all of our plans that need to be addressed. There was much discussion concerning our Isolation and Quarantine plan and the enforcement of orders with law enforcement. Ms. Rackow will be scheduling some follow up meetings in some of the counties and will invite the respective Board of Health members to attend if they are interested. It was noted that our district has received additional funding to help with Ebola preparedness activities.

Ms. Tammy Cox, Health Preparedness, Promotion, and Surveillance Division Director, reported on a Crisis Standards of Care meeting held this week. Dr. Aaron Gardner is leading this effort and EIPH staff is helping to facilitate the meetings. This will be a long-term effort of developing guidelines for first responders and health care providers during a crisis or wide-scale emergency. Ms. Cox provided the Board members with a copy of Dr. Gardner's presentation. Commissioners Staker and Ricks are participating on this committee. The next meeting date has not yet been set.

## **3. Statewide Healthcare Innovation Plan (SHIP) Update and Contract Opportunity.**

Ms. Rackow provided the board members with a handout explaining the State Healthcare Innovation Plan (SHIP) and the state's efforts on this project. The goal of the SHIP is to transform the delivery of healthcare in Idaho, changing it from the current fee-for-service model to an outcome-based system that achieves the triple aim of improved health, improved healthcare, and lower costs. Last year, the Idaho Department of Health & Welfare (IDWH) submitted a \$60 million model testing grant to the Centers for Medicare and Medicaid Services, Innovation Center (CMMI) for the SHIP. In November, CMMI reduced the potential funding available to the State to approximately \$40 million, so adjustments were made to the model test grant. In December, IDWH received notification that the \$40 million grant proposal was approved.

The SHIP is a four year grant. Year one of the grant is for planning and implementation. The ultimate goal is to transform 165 medical practices into patient centered medical homes over the three years of the model test. They are also trying to reach 80% of Idaho's population in this model, whether it is through the patient centered medical home or through other population health efforts that could come through the work the health districts are doing now such tobacco cessation efforts and programs addressing obesity or immunizations, for example, or through new public health initiatives. The State's contract with CMMI began on February 1, 2015 and they are currently in the process of hiring staff to administer the grant. They are also developing Requests for Proposals for the contractors that will be required to fulfill the work of the grant.

When IDHW first began work on this grant, they approached the health districts to fill a role in the project. Goal 3 of the SHIP is to establish seven regional collaboratives to support the integration of each patient centered medical home with the broader medical neighborhood. IDHW's vision is to have the seven health districts serve as the Regional Collaboratives at the local level. Our role would be to help facilitate the work of the Regional Collaborative in conjunction with the efforts of the Idaho Healthcare Coalition, chaired by Dr. Ted Epperly. She likened this role to the work we currently do with the Regional Healthcare System Planning Group (ASPR). Ms. Rackow shared a visual representation of the Regional Collaboratives as well as the organizational chart for the entire SHIP project. Funding to the Health Districts will be \$7.4 million over the four year grant period. Over the

past couple weeks, the health district directors have been working weekly with IDHW staff to develop staffing needs as well as a scope of work that will clarify the role the health districts will serve in the SHIP as well as staffing needs. This is not yet finalized, but weekly meetings will continue until these components are finalized.

Ms. Rackow feels strongly that it is important for Public Health to participate in this effort to help define what the future of healthcare will look like in Idaho. She reported that the State is interested in moving forward with contracts to the health districts beginning on July 1. After asking some questions and clarifying some points, the Board agreed to support Ms. Rackow in pursuing this to the next step. By the April Board meeting, Ms. Rackow expects to have draft contract and budget for review and approval by the board.

#### **4. Review and Ratification of Contracts**

Ms. Rackow reported that the following contract renewals or amendments have been signed:

- HIV/Aids Surveillance
- Immunizations-Coop Agreement
- Immunizations – Provider Visits
- Injury Prevention (Fit & Fall)
- Maternal Home Visiting, New
- Perinatal Hepatitis, Amended
- STD/HIV Prevention
- TB Control
- Vital Statistics

The following contracts are pending renewal in the very near future:

- Public Health Emergency Preparedness
- VFC-QA Reviews
- Housing Opportunities for Persons with AIDS (HOPWA)
- Tobacco Education and Prevention
- HIV Care (Ryan White Part B)

**MOTION:** Commissioner Ricks made a motion for ratification of the signed contracts and approval of the pending contracts.

**SECOND:** Commissioner Farnsworth

**ACTION:** MOTION CARRIED UNANIMOUSLY

#### **5. Review & Approval of Employee Handbook**

Ms. Rackow reviewed changes to the Employee Handbook with the Board. Discussion followed on some of the policies. The last time the handbook was reviewed was in 2011. The revised Handbook will be shared with all staff at our February 26 General Staff meeting. In the future, we will have policy review as a standing agenda item for our Board meetings in which new and existing policies can be review by the Board.

**MOTION:** Commissioner Leake made a motion to approve the proposed changes, additions, and deletions to the Employee Handbook.

**SECOND:** Commissioner Farnsworth

**ACTION:** MOTION CARRIED UNANIMOUSLY

#### **6. Update on Regional Behavioral Health Board Structure**

Approximately one year ago, representatives from the local Regional Behavioral Health Board (RBHB) came and met with our Board and Ross Edmunds (via phone), Administrator of Idaho Department of Health and Welfare's Division of Behavioral Health, to talk about the new legislation (IC 39-3134) that was passed pertaining to RBHBs. That legislation established 22 member boards which includes three County Commissioners and 19 other members. In our region, the new RBHB has been established and for the last year, that board has been discussing options for governance structure, which included becoming an independent governmental entity;

partnering with another agency like a Public Health District or a County; or remaining under the jurisdiction of Health & Welfare. The purpose of the legislation was to allow the local boards to have more local control as well as the ability seek grants to fund services that they felt were needed at the local level. There was funding attached to this legislation, currently \$45,000 (but increasing to \$50,000 in FY16), for operating expenses as well as personnel to help support the RBHB.

Ms. Rackow reported that representatives from the RBHB met with her and reported they would like to pursue the option of partnering with Eastern Idaho Public Health. She indicated that there are still many details to work out before she is comfortable proposing the Board of Health move in this direction. However, she will be meeting regularly with representatives from the RBHB over the next couple of months and will present more information at the April Board Meeting. The Board was supportive of Ms. Rackow moving forward as outlined.

**7. FY2015 Year-to-Date Budget Report**

Steve Thomas, Fiscal Officer, reported that for the seven months ended January 31, 2015, expenses were 2.13% over budget. This is mainly due to there being a couple of three pay period months occur as well as a considerable amount of vaccine purchased in the first half of the year. For the same time period, revenue is 16.06% above budget. This is impacted by the receipt of the second half of the State appropriation in January, the renewal of food licenses in the Environmental Health division mainly in December, and immunizations fees received in the first half of the fiscal year (back to school immunizations and flu shots). Mr. Thomas also reviewed the Year-to-Date Expenditure Summary and the Revenue and Cash Flow reports. During the April Board meeting, we will need to make adjustments to the FY2015 budget to add in the new Parents as Teachers program.

**8. FY2011 and FY2012 Audit Reports**

Mr. Thomas reported that on January 8, 2015, our Fiscal Years 2011 and 2012 Audit Reports were released by the Legislative Office. There were no findings in FY2012, but there was one finding in FY2011; however, it was resolved before the FY2012 audit was conducted. It was a compliance finding regarding inadequate client eligibility documentation in the WIC program such missing applications, missing proof of residency, and missing proof of pregnancy. The problem was mainly in one satellite office and involved one employee. When the discovery was made, the issue was immediately addressed with education and increased oversight. In addition, Angy Cook, WIC Division Director, stated that WIC is now using a computerized system that does allow proceeding with the certification process if the proper forms have not been received.

Commissioner Ricks raised concern that the audits are four years old. Mr. Thomas said we could use an outside entity to conduct our audits, but that it would require a presentation to the Legislative Counsel as that is who sets the administrative processes for the Legislature and they would have to agree for us to contract out for our audits. An outside contract would not likely save us money, but it would result in more timely audits. The Board agreed we will not proceed with this and will continue to have the Legislative Office do our audits.

**MOTION: Commissioner Ricks made a motion to accept the FY2011 and FY2012 audit reports.**

**SECOND: Commissioner Miller**

**ACTION: MOTION CARRIED UNANIMOUSLY**

**9. FY2016 Budget Assumptions**

Mr. Thomas reported that we will soon begin developing our budget for FY2016. He shared some assumptions with the Board, which include:

- Employer's portion of health insurance costs will increase by \$650.00 per employee.
- Employer's PERSI contribution will increase about 1%.
- The Legislature proposed at 3% raise for employees; only 17% of this is funded by the state.
- There is a possibility we will no longer use antigen billing which will negatively impact our revenue. We are continuing to investigate this matter and will report further at the April Board meeting.



## DIVISION REPORTS

### 1. Nutrition Division Report

- **WIC Participant Education:** Ms. Cook demonstrated one of the nutrition classes on green smoothies that WIC provides its participants. The board members were given samples and directions on how to make a nutritious smoothie, which is a great way to include more fruit and vegetables into your diet.
- **Update on WIC Food Package:** Ms. Cook reported that in July, white potatoes will be included in the WIC Food Package.

### 2. Environmental Health Division Report

- **Proposed Cottage Food Legislation:** Ms. Eager commented on the proposed Cottage Food Legislation (HB106) introduced this session. Cottage foods are non-potentially hazardous foods that may be produced and sold by a home kitchen operation. Currently, cottage food vendors are not regulated in Idaho. This legislation would exempt home kitchen operations producing cottage foods from licensing requirements. A hearing on this bill is expected in the near future.
- **Septic Program Education:** Ms. Eager reviewed EIPH's Septic Program and provided educational information to the board members. She also updated the Board on a recent incident in Lemhi County that involved sewage on the ground and explained how situations such as this are handled.

### 3. Health Preparedness, Promotion, & Surveillance Division Report

Ms. Cox provided the Board with a communicable disease update, including information on RSV, tuberculosis, mumps, measles, and influenza. Mr. Gary Rillema, Family and Community Health Services Division Director, provided information about our staff's immunization efforts in response to these illnesses and outbreaks.

### 4. Family & Community Health Services Division Report

Mr. Rillema introduced Danielle Maschino, RN, as the coordinator of our new Parents as Teachers (PAT) program and shared a presentation about the PAT program. This program is available to residents of Bonneville County. In addition to the program coordinator, one full time Child Developmental Specialist has been hired and will start on February 26. Two more part time Child Developmental Specialists should be hired by the end of February.

## ADJOURNMENT

Chairman Staker adjourned the meeting at 2:45 p.m. The next meeting is scheduled for April 16, 2015.

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Commissioner Lee Staker, Board Chairman

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Date Approved

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Geri L. Rackow, Board Secretary